
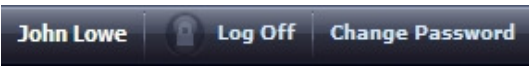


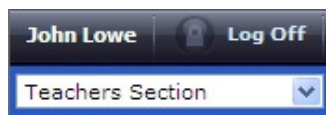


















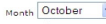


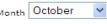




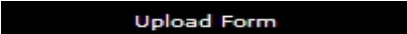
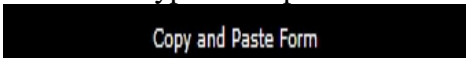
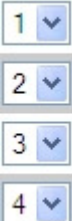
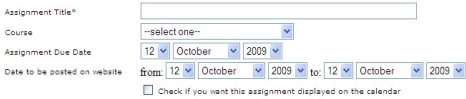
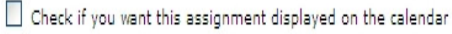

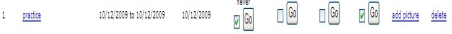


Access	Modules	Modules
<p>Login</p> <ol style="list-style-type: none"> 1. Navigate to your school's webpage. 2. Click the <i>Staff Login</i> button at the top of the page.  <ol style="list-style-type: none"> 3. Enter your full email address and your password 4. Click <i>Forgot Password?</i> if you need to receive an email reminder of your SCHOOLinSITES password 5. You may change your password by clicking the Change Password button and entering and confirming a new password in the pop-up window 	<p>Teachers Section – General Info</p> <ol style="list-style-type: none"> 1. You will see a navigation panel on the left of your screen that provides access to the various modules that relate to your teacher web page  <ol style="list-style-type: none"> 2. The <i>General Info</i> section is where you can access and edit your name, department, subjects taught, phone number, and change your picture 3. If a picture already exists then you must click <i>delete picture</i> to remove it before adding another. To add a new picture, click <i>add picture</i>, browse to the picture location on your computer, network directory, or flash drive and double click the picture icon to add the picture to your page. 	<p>Teachers Section – Bio, Ed, and Exp</p> <ol style="list-style-type: none"> 4. The <i>Bio, Education, and Experience</i> sections are where you may enter information pertinent to these captions. Clicking on any of these navigation titles will open a new window that features a text entry box where you can type your information or copy and paste the information from an existing file. You should use the <i>Paste from Word</i> icon  to more effectively paste text from existing word processing document documents. You may apply formatting by selecting text and clicking on the formatting icons of your choice. Advanced users may wish to explore the icons for embedding video or images into your page. You must click the <i>Update</i> button when finished to add the information to your site. <p>Teachers Section – Links</p> <ol style="list-style-type: none"> 1. The <i>Links</i> area is where you can add links to web resources that you find useful for your students. Clicking on the <i>Links</i> navigation title opens a new window where you can add New Categories to your Links area.
<p>Accessing the Teacher Modules</p> <ol style="list-style-type: none"> 1. Choose <i>Teachers Section</i> under the drop-down menu in the upper left area of the Administration Console. 		

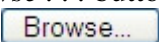
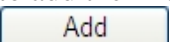
Modules	Modules	Modules
<p>Teachers Section – Links continued . . .</p> <p>It is important to note that a Category is a broad subject header under which all links are categorized. The text you type in the <i>Add New Category</i> field appears on your web page followed by a horizontal rule underneath which the links in that category are displayed. Once you have created one or more categories, you may then add links by clicking the <i>edit</i> button located to the right of a category title in the list of categories.     </p> <p>You must then click the <i>Add a new link</i> hypertext to create a new link. You must enter the link name (which will show up on your website as a hypertext) and the URL for the website. A text entry box is provided so you can type a description of this link if you wish. You must click the <i>Add Link</i> button when finished entering information for the new link to be created. You may add additional links to the same category in the same manner. You must click the hypertext <i>Back to Category List</i> to add new</p>	<p>Teachers Section Links continued . . .</p> <p>categories or to add links to existing categories. You may change the order that categories and/or links appear on your page by choosing a rank from the dropdown menu and immediately clicking the <i>GO</i> button. It is important to remember that each change in rank must be followed by clicking the <i>GO</i> button associated with that one item. You may not change the ranks for all items at once. Categories and Links may be edited and/or deleted by clicking the <i>edit</i> or <i>delete</i> hypertext as desired.    </p> <p>Teachers Section – Presentations</p> <ol style="list-style-type: none"> The presentations module is the appropriate place to store PowerPoint and Notebook Software files for student access. Click the <i>Presentations</i> navigation text to open the presentations area. You will then click the <i>Add New Presentation</i> hypertext to add a file. You should title the presentation and then click the <i>browse</i> button to navigate to the location of the file on your computer. 	<p>Teachers Section – Presentations cont.</p> <p>Double-click the title of the file you wish to add so it is shown in the text entry field beside the browse button. Click the <i>ADD</i> button to add the file to your page. You may add additional files using the same procedure. You may change the order of the presentations by choosing a rank from the drop-down menu and then clicking the <i>Save Ranks</i> button. You may edit or delete presentations by clicking the <i>edit</i> or <i>delete</i> hypertext as desired.    </p> <p>    </p> <p>Teachers Section – Calendar</p> <ol style="list-style-type: none"> The Calendar section is where you can enter events and class activities on a calendar that is available to parents and students via the web. Click the <i>Calendar</i> navigation text to open the Calendar area. You will notice that it opens to the current month by default. Click the <i>Add Event</i> hypertext at the upper left to add an event to your calendar. <p>Add Event</p> <p>From: Month  Day  Year  To: Month  Day  Year </p> <p>Event: <input type="text"/></p> <p>Associated Form: </p>

Modules	Modules	Modules
<p>Teachers Section – Calendar continued</p> <ol style="list-style-type: none"> Choose a date range for your event. Choose the same date for <i>From</i> and <i>To</i> if the event occurs on a single day. Selecting a range of dates will post the event on all the days included in the range of dates selected. Provide a title in the text entry area beside the word <i>Event</i>. If you have any forms uploaded in your teacher forms area, you may choose to associate a form with this event. This is helpful if a form is needed for the event, because the end user will be able to download the form directly from the event link in the calendar and will not need to search for the applicable form in your teacher forms area. A text entry field is provided for each event. This is where you can provide detailed information about the event. Click the <i>Add Event</i> button to save the event you just entered to your calendar.  You may add additional events by following the same procedure. You may edit event titles and information by clicking on the hypertext title of an event in the calendar viewing area. 	<p>Teachers Section – Forms</p> <ol style="list-style-type: none"> The Forms area is where you should post any forms that you wish to make available to parents or students for download and completion. The only formats allowed in this area are txt, pdf, doc, docx, and rtf files. Click the <i>Forms</i> navigation text to enter the Forms area. Enter the title or name of your form in the text entry box provided and choose a date for to be associated with this form. Click the <i>Add Form</i> button to add the form title to your list. The actual form is not posted to the web at this point. Click the <i>Upload</i> hypertext  Upload to upload the document associated with a form title. This will show a pop-up window where you can click the browse button to locate the file desired. Double-click the file name or icon to select it. You must click the <i>ADD</i> button to complete the process and add the file to your form title. The upload form option allows the end user to download a copy of the form to complete and return. 	<p>Teachers Section – Forms continued</p> <p>It is important to note that the end user must have the application associated with the file type installed on their computer in order to open the file.</p> <ol style="list-style-type: none"> To allow the end user to see the form without having the associated application, you must click the <i>Copy and Paste</i> hypertext option.  Copy and Paste This will allow the end user to see the information contained in the form via their web-browser only. Formatting will not be consistent with your original document if the end user prints the form from their web-browser, but they do not have to have the associated application installed on their computer to access the information. Clicking the <i>Copy and Paste</i> hypertext opens a pop-up window with a text entry field that allows you to copy and paste the information. You are encouraged to use the “paste from word” feature that is explained in the Bio, Education and Experience section of this document to preserve as much of your original document formatting as possible.

Modules	Modules	Modules
<p>Teachers Section – Forms continued</p> <ol style="list-style-type: none"> You may add additional forms by following the same procedure. You may also control the order forms appear on your website by choosing a rank for a form and then immediately clicking the <i>Update</i> button. Remember that you must choose a rank and click update for each form individually for the ranking to take effect.  <p>Teachers Section – Assignments</p> <ol style="list-style-type: none"> The Assignments area is where you should post all assignments. There is an option that will automatically place all assignment due dates on your teacher calendar. I recommend using this option. Click the <i>Assignments</i> navigation text to enter the Assignments area Click the <i>Add New Assignment</i> hypertext. You will enter the Add Assignments window.  <ol style="list-style-type: none"> Provide a title for the assignment in the <i>Assignment Title</i> text entry area. 	<p>Teachers Section – Assignments cont.</p> <ol style="list-style-type: none"> Choose a course from the drop-down menu with which this assignment is associated. Select the Due Date for the assignment. Additionally, choose dates that the assignment is to be posted on the website. This feature allows you to control how the long the assignment is displayed on the website and lets you avoid “cleaning out” past due assignments. You may wish to display the assignment on the website past the due date to allow absent students time to view and complete the assignment before it is removed. Some teachers choose to display all their assignments until the end of the grading period or semester. Check the box to display the assignment due date and information on your teacher calendar.  <ol style="list-style-type: none"> You may enter information about the assignment in the text entry box. Click the <i>Add Assignment</i> button to add the assignment to your teacher area. <p>All assignments will also be available from the</p>	<p>Teachers Section – Assignments cont.</p> <p><i>Assignments</i> link on the home page.</p> <ol style="list-style-type: none"> You may edit an assignment by clicking on the hypertext title of the assignment in the assignments area. You may choose options regarding record deletion, and monthly or yearly recurring status in the assignments area as well. You may also add a picture associated with this assignment and choose to delete the assignment in the assignments area.   <ol style="list-style-type: none"> You may add additional assignments by following the same procedure. <p>Teachers Section – Projects</p> <ol style="list-style-type: none"> The Projects area is similar to the assignments area, except that it lacks the ability to choose a range of dates for display on the website. You may choose to place class projects in this area to distinguish them from normal assignments. Be aware that there is no option to automatically post projects to your teacher calendar.

Modules

Teachers Section – Photo Album

1. The Photo Album area is where you can add pictures to your teacher photo album. Only .gif and .jpg formats are allowed for upload in this area.
2. Click on the *Photo Album* navigation text to enter the Photo Album area.
3. Click the *Add New Photos* hypertext to add images to your photo album.
4. Click the *Browse . . .* button to locate an image file. 
5. Double click the name or icon of the image to identify its directory path
6. Click the *Add* button to add the image to your photo album. 

You will then have the option to view the photo album or to add continue adding additional images following the same procedure.

7. You may click on the *Photo Album* hypertext at the top of the screen to view your photo album at any time.
8. In photo album view, you may add captions to individual photos by entering the caption in the text entry box and immediately clicking the *update* button.



caption
rank 

Modules

Teachers Section – Photo Album cont.

9. You may also change the order in which your images appear by choosing a rank from the drop-down menu and immediately clicking the *update* button. Remember that you can not select ranks for multiple pictures and then choose update. The templates are always single item save.

Teachers Section – File Manager

1. The File Manager section is where you can store files that you wish to make available to students and parents.
2. Click on the *File Manager* navigation text to enter the File Manager area.



File Manager 

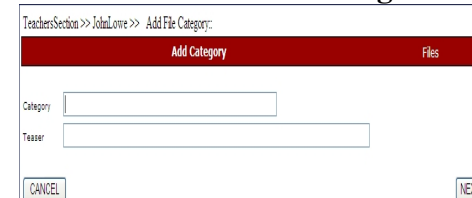
TeachersSection >> JohnLove >> File Categories: [Add a new Category](#)

Categories	Ranking	active if checked	# of files	Subs
Text	1	<input type="checkbox"/>	0	level 2

3. You must first create categories within which you will place files of your choice. The categories you create will depend upon what type of files you will add and how you wish to organize these files.
4. Click on the *Add a New Category* hypertext to create a category. A new window will open where you must enter a name for a category. You may choose to provide teaser information as well.

Modules

Teachers Section – File Manager cont.



TeachersSection >> JohnLove >> Add File Category:

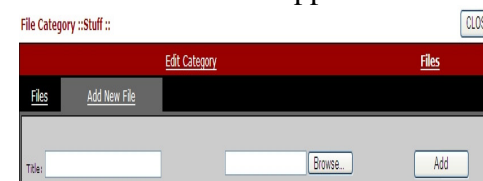
Add Category Files

Category

Teaser

Enter the desired information and click the *Next* button.

5. A new window will appear.

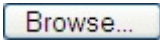


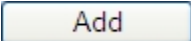
File Category :: Stuff ::

Edit Category Files

[Files](#) [Add New File](#)

Title

Click the *Add New File* hypertext. Title the file and click the *browse . . .* button to locate the file.  Double-click the file name or icon to identify its directory path. Click the *Add* button to add the file to the file manager area.

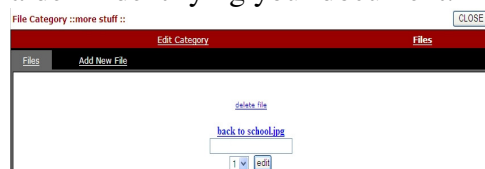
 Remember that you are adding this file under a Category heading that you created. You can verify the Category under which you are entering files by looking in the upper left corner of the window.

6. You may now choose to view the document(s) you uploaded or continue to add additional documents.

Modules





Teachers Section – File Manager cont.

- If you choose to view your documents, you will enter a window where you can rank the order of documents within the category selected and add a caption to aide in identifying your document.



You must click the *Edit* button after entering a caption or choosing a rank from the drop-down menu to post this information to your website.

- You may click the *Edit Category* hypertext to change the name of your category if needed.
- Click the *Close* button to exit this window and enter the File Manager category list view.

Categories	Ranking	active if checked	# of files	Subs
1. Text	  	<input type="checkbox"/>	0	level 2
2. Stuff	  	<input type="checkbox"/>	0	level 2
3. more stuff	  	<input type="checkbox"/>	1	level 2

- You may change the order in which categories will appear on your web page by choosing a rank from the drop-down menu and immediately clicking the *Go* button.

Modules

Teachers Section – File Manager cont.

- You may also edit or delete categories in this view by clicking on the desired hypertext links.
- To add additional documents to a category, you must click the *Edit* hypertext link to the right of a category title. Clicking this hypertext will open the Edit Category window. Click on the *Files* hypertext link in the upper right to add files to the selected category.
- Clicking the *Files* hypertext will open the Add File window. Return to Step 5 in this area to add new files.
- You may click the *Add New Category* hypertext at any time to add additional categories. See Step 4 for more information.

Teachers Section – Announcements

- The Announcements section is where you may choose to enter changing information about your class that is important for students and parents.
- Click the *Announcements* navigation text to enter the Announcements area.

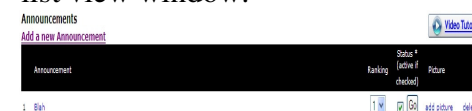


* The Announcement will appear on the website only if the Status field is checked. If unchecked it will not appear on the site.

Modules

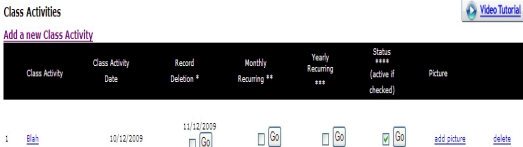
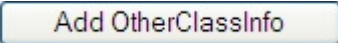
Teachers Section – Announcements cont.



- Click the *Add a new Announcement* hypertext to add information.
- Enter an announcement title in the appropriate text entry field and type information related to this announcement in the text entry field.
- Click the *Add Announcement* button to add the announcement to your web site. This will take you to an announcements list view window.



* The Announcement will appear on the website only if the Status field is checked. If unchecked it will not appear on the site.

- In the announcements list view window, you may change the order in which announcements appear on your website by choosing a rank from the drop-down menu and immediately clicking the *Go* button. You may also choose to add a picture related to your announcement or delete the announcement by clicking the desired hypertext links.
- You may add additional announcements by following the same procedure.

Modules	Modules	Modules
<p>Teachers Section – Class Activities</p> <ol style="list-style-type: none"> 1. The Class Activities section is where you may wish to enter class activities to distinguish them from graded assignments or projects. 2. Click on the <i>Class Activities</i> navigation text to enter the Class Activities area. 3. Click the <i>Add a new Class Activity</i> hypertext to add a new activity 4. Enter a title for the class activity and choose a date. 5. Type relevant information regarding the activity in the text entry field 6. Click the <i>Add Class Activity</i> button to post the activity to your website. 7. You will enter the Class Activities list window where you can select options for record deletion and monthly or yearly recurring status.  <ol style="list-style-type: none"> 8. You may also add a picture relevant to this class activity or delete the activity by clicking the desired hypertext links in the Class Activities list window. 9. You may add additional class activities by following the same procedure. 	<p>Teachers Section – Other Class Info</p> <ol style="list-style-type: none"> 1. The Other Class Info is provided so you may enter information relevant to your classes that does not seem to fit in any other area. 2. Click the <i>Other Class Info</i> navigation text to enter the Other Class Info area 3. Click the <i>Add a new Other Class Info</i> hypertext to add other class info to your site. 4. Title the other class info and type relevant information in the text entry box. 5. Click the <i>Add Other Class Info</i> button to post the information to your website.  <ol style="list-style-type: none"> 6. You will enter the Other Class Info list view where can change the order in which Other Class Info will appear on your website by choosing a rank from the drop-down menu and immediately clicking the <i>Go</i> button. 7. You may also add a picture relevant to this class activity or delete the activity by clicking the desired hypertext links in the Other Class Info list window. 8. You may add additional Other Class Info by following the same procedure. 	<p>Teachers Section – Class Schedule</p> <ol style="list-style-type: none"> 1. The Class Schedule area is where you should enter your daily class schedule 2. Click on the <i>Class Schedule</i> navigation text to enter the Class Schedule area. 3. Type your class schedule in the text entry area. 4. Click the <i>Update</i> button to post the information to your website. <p>Teachers Section – Summer Reading</p> <ol style="list-style-type: none"> 1. The Summer Reading List area is where you should enter a summer reading list if you have one. 2. Click on the <i>Summer Reading List</i> navigation text to enter the Summer Reading List area. 3. Type your summer reading list in the text entry area. 4. Click the <i>Update</i> button to post the information to your website. <p>Teachers Section – Supply List</p> <ol style="list-style-type: none"> 5. The Supply List area is where you should enter a supply. 6. Click on the <i>Supply List</i> navigation text to enter the Supply List area. 7. Type your supply list in the text entry area. 8. Click the <i>Update</i> button to post the information to your website.

General Information	General Information	General Information
<p>Teachers Section – General Information</p> <ol style="list-style-type: none"> 1. If you do not enter information or files in an area, the link to that area will not appear on your teacher webpage. 2. Remember that the SCHOOLinSITES template is single item save. You must click <i>Go, Update, Add, Upload, etc.</i> after making changes to a single item to upload the material to your teacher website. 3. Remember that you are posting materials to a live website. Utilize the Check Spelling feature when it is available and do not post materials that are for “practice” unless you plan to delete them immediately after reviewing them 4. It is very helpful to leave an Internet browser window open to your teacher webpage minimized to the task bar. You can use this window to review additions and changes you make to your teacher page by  maximizing the window and clicking the refresh button. 	<p>Teachers Section – General Information</p> <ol style="list-style-type: none"> 5. Do not post images or materials that may be copyrighted or trademarked. Check the information supplied with your textbook to verify that you have permission to post digital files provided by the textbook publisher on a teacher webpage before posting. 6. Do not post scanned images or images captured utilizing a document camera unless you receive permission or are absolutely certain that the files are not copyrighted or trademarked. 7. Assure that links you create in your Links area or that you embed in the other areas of your teacher website are appropriate for students to access. You are responsible for the content of these links and may be held legally accountable if links are discovered on your teacher website that are inappropriate. 8. You may not use the SCHOOLinSITES teacher website to post information for personal gain. Do not advertise personal items or services for sale and do not link to personal websites that offer personal items or services. 	<p>Teachers Section – General Information</p> <ol style="list-style-type: none"> 9. Be certain that students have returned the permission to photograph and/or videotape form with the proper signatures before posting images or video of students to your teacher website. Posting images and/or video of students on a school web page allows them to be associated with a physical location for many hours during the day. This may be highly undesirable for students and parents in certain situations. 10. You may access a “help” menu by clicking the <i>Help</i> navigation text at any time. This link will allow you to download a Microsoft Word document prepared by SCHOOLinSITES that contains information that may help you understand the features or your teacher website. 11. You may also access Video help files that pertain to each area of the teacher website by clicking on the <i>Video Tutorial</i> button.  The tutorials contain videos of on-screen actions that will allow you to complete each section of your teacher website.